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# DISTRICT ASSESSMENT MONITORING TOOL APPLICATION

## USER GUIDE

January 31, 2017

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Idaho State Department of Education

PO Box 83720

Boise, ID 83720-0027

208-332-6800

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# I Introduction

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Districts will use this *District Assessment Monitoring Tool* to ensure that all federal assessment programs are conducted according to state and federal guidelines. The indicators provided are designed to assist districts with examining important areas of assessment training, test administration, and testing security for all students. In addition, the indicators focus on the use of accommodations for Special Education or Limited English Proficient Students.

All indicators are correlated to each state and federal assessments, not one specifically. Please complete indicators to reflect your district's assessment policies for all assessments. Districts will also need to describe the process in place for all subpopulations that exist in your district/school (as applicable).

State and Federal Required Assessments:

**ISAT ELA and Math:** Grades 3-8 and 10 (9 & 11 optional)

**ISAT Science:** Grades 5 and 7

**EOCs (Biology or Chemistry):** Once in High School

**ISAT-ALT (NCSC) ELA and Math:** Special Education students who qualify for the Alternate Assessment, grades 3-8 and 11

**ISAT Alt. Science:** Special Education Students who qualify for the Alternate Assessment - Grades 5, 7, and 10

**WIDA:** Limited English Proficient (LEP) Students, grades K-12

**IRI:** Grades K-3

**IRI ALT:** Grades K-2

**\*\*All indicators must be complete in order to be in compliance.\*\***

## II Using Assessment Monitoring Tool

1. Log-on using the same username and password you would use for any ISEE application.

(If you have trouble logging in, please contact your ISEE District Coordinator at the SDE.)

IDAHO Assessment Monitoring DEMO

Home Log On

### Welcome to Assessment Monitoring DEMO

At A Glance

Districts will use this Assessment Monitoring Tool to ensure that all federal assessment programs are conducted according to state and federal guidelines. The indicators provided are designed to assist districts with examining important areas of assessment training, test administration and testing security for all students. In addition, the indicators focus on the use of accommodations for Special Education or Limited English Proficient Students.

Districts must complete the Assessment Monitoring Tool by April 15th.

If you have questions about the Assessment Monitoring Tool, please contact the Division of Assessment at 208-332-6909

More Info

State Board of Education Employee Resources State of Idaho Privacy Policy Contact Us  
650 West State Street, PO Box 83720 Boise, Idaho 83720-0027  
Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

2. Once you have successfully logged in – click on “Select Districts and find your district.”




Select the drop down arrow to find the submissions page seen here

































IDAHO District Assessment Monitoring Tool

Districts Administration Maintenance User Manual Logged in As: har







### 2016-2017 Submissions

#	Name	Security	Training	Test Admin.	District Feedback
231	GOODING JOINT DISTRICT	☆	☆	☆	☆
181	CHALLIS JOINT DISTRICT	☆	☆	☆	☆
302	NEZPERCE JOINT DISTRICT	☆	☆	☆	☆
101	BOUNDARY COUNTY DISTRICT	☆	☆	☆	☆
083	WEST BONNER COUNTY DISTRICT	☆	☆	☆	☆
465	NORTH VALLEY ACADEMY, INC.	☆	☆	☆	☆

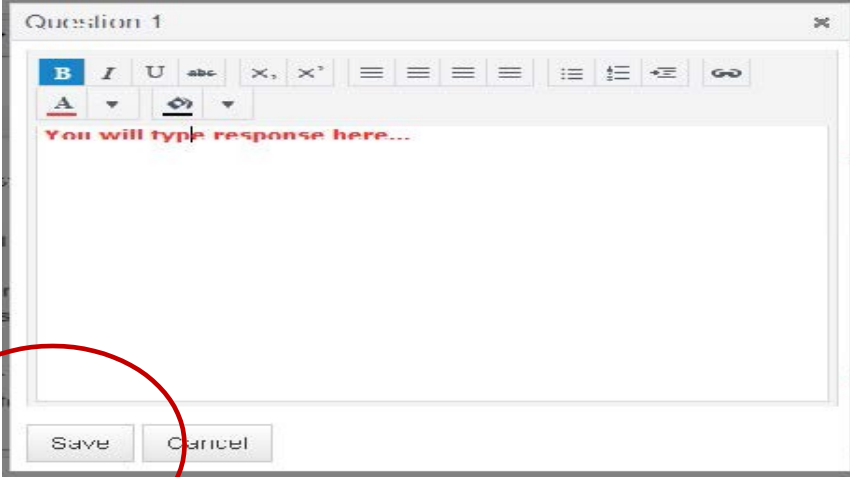
3. In order for the application to be in compliance and submitted, each tab will need to be completed. The star  will indicate the tab is “In Progress.” Note – Star will turn to a black lock  once application is submitted and will turn to a green thumb up  when all indicators have been accepted.

021	MARSH VALLEY JOINT DISTRICT				
243	SALMON RIVER JOINT SCHOOL DIST				
452	IDAHO VIRTUAL ACADEMY, INC.				
392	MULLAN DISTRICT				
058	ABERDEEN DISTRICT				
342	CULDESAC JOINT DISTRICT				
433	MIDVALE DISTRICT				
201	PRESTON JOINT DISTRICT				

- 4) Click on “Response” icon to enter your response on the first indicator.

Security 	Training 	Test Admin. 	District Feedback 	Review/Submit
<b>Security</b>				
	Indicator	Response	Documentation	
1	Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.		Documentation Not Required	
2	Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files.  (1 or 2 files is all that is needed) Example Test Security form can be found by clicking <a href="#">here</a> .	Narrative Not Required	Select files...	
3	Explain the process your district uses for securely transporting state assessments from one site to another.		Documentation Not Required	

- 5) After you click on the icon, this box will appear to enter your response.  
When finished, click on “Save.”



The image shows a screenshot of a web-based interface for entering a response to a question. The window is titled "Question 1" and has a close button (X) in the top right corner. Inside the window, there is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), text color (abc), background color (x, x'), bulleted list, numbered list, decrease indent, increase indent, link, unlink, and a "Go" button. Below the toolbar is a text area with the placeholder text "You will type response here...". At the bottom of the window, there are two buttons: "Save" and "Cancel". A red circle is drawn around the "Save" button.



- 6) Upload files - Indicator 2 does not require a response. It does, however, require documentation. You will upload the necessary documents using the “Select Files” button.

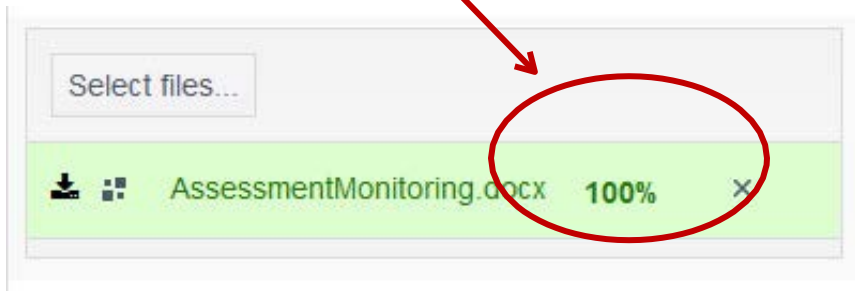
Sec	Training	Test Admin.	District Feedback	Review/Submit
<b>Security</b>				
Indicator	Response	Documentation		
1 Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.		Documentation Not Required		
2 Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files.  <i>(1 or 2 files is all that is needed) Example Test Security form can be found by clicking <a href="#">here</a>.</i>	Narrative Not Required	<div> <div>Select files...</div> <div>   Assessment FAQ.docx <div>×</div> </div> <div>Upload files</div> </div>		
3 Explain the process your district uses for securely transporting state assessments from one site to another.		Documentation Not Required		

- 7) After you’ve selected the appropriate files – click “Upload Files.”

7.1. \*\* Note – any type of file can be uploaded and there is not a limit on the number of files uploaded. There is a limit of 4MB on file size \*\*

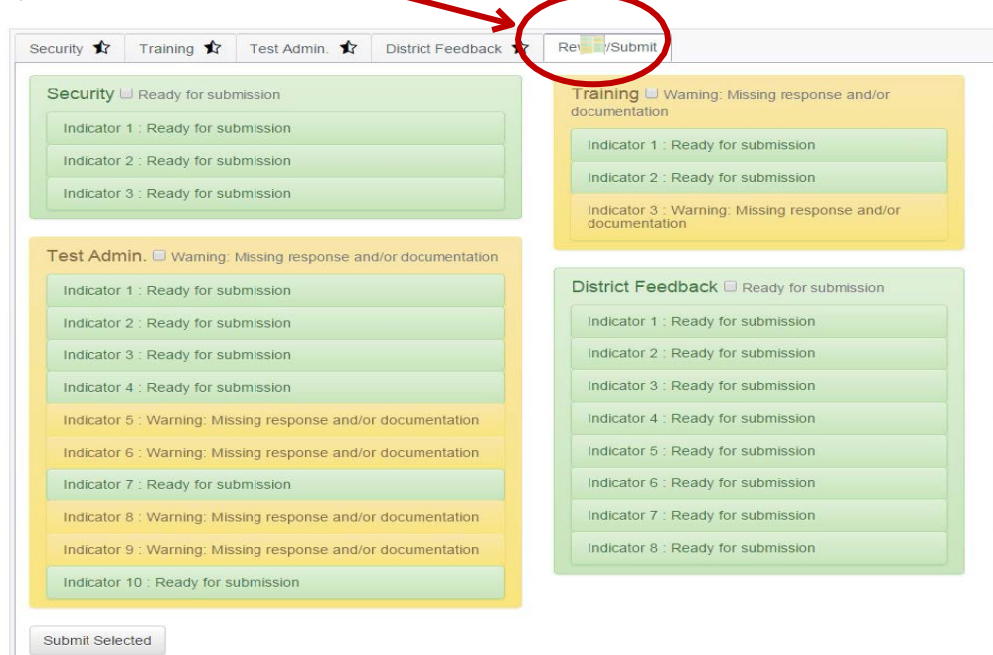
Security	Training	Test Admin.	District Feedback	Review/Submit
<b>Security</b>				
Indicator	Response	Documentation		
1 Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.		Documentation Not Required		
2 Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files.  <i>(1 or 2 files is all that is needed) Example Test Security form can be found by clicking <a href="#">here</a>.</i>	Narrative Not Required	<div> <div>Select files...</div> <div>   Assessment FAQ.docx <div>×</div> </div> <div>Upload files</div> </div>		
3 Explain the process your district uses for securely transporting state assessments from one site to another.		Documentation Not Required		

- 8) File is now uploaded – you can continue to upload or delete documents as needed.

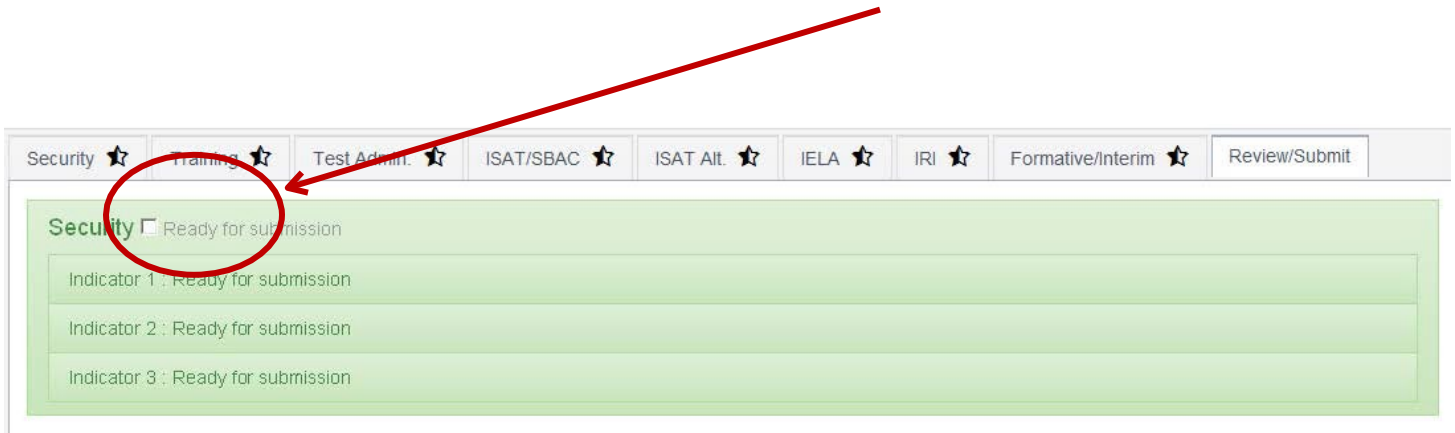


- 9) Completing each tab - Once you have completed a tab, move onto the next tab until each tab has the star indicating "In Progress." Each tab must be complete in order to be in compliance.

- 10) Reviewing Indicators - After you have filled out each tab click on the "Review/Submit" tab.

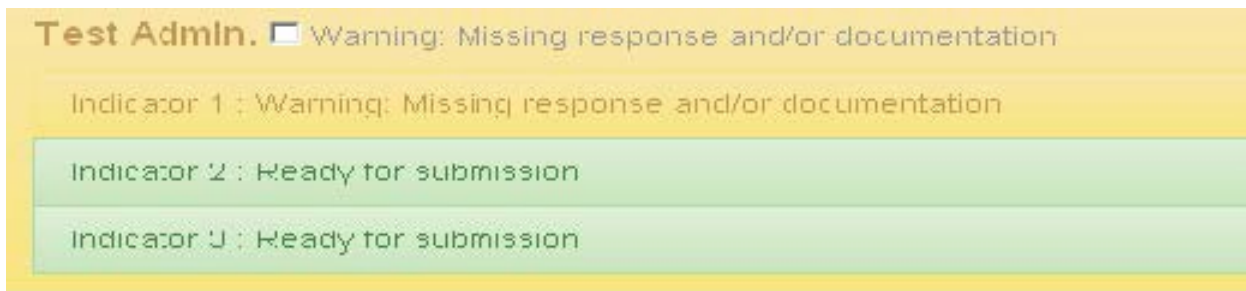


11) Review/Submit –Click on each check box for each Title. Checking the box indicates tab has been completed and is ready for submission.



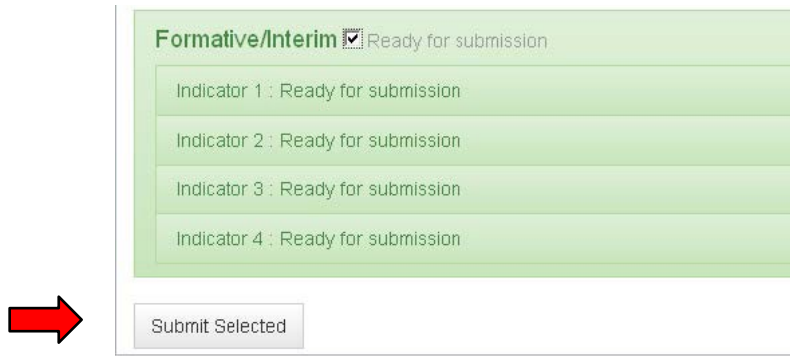
The screenshot shows a horizontal navigation bar with tabs: Security, Training, Test Admin., ISAT/SBAC, ISAT Alt., IELA, IRI, Formative/Interim, and Review/Submit. Each tab has a star icon. The 'Security' tab is selected and highlighted with a green background. Below the navigation bar, the 'Security' section is expanded, showing a green header with the text 'Security' and a checkbox labeled 'Ready for submission'. Below this header are three green boxes, each containing the text 'Indicator 1 : Ready for submission', 'Indicator 2 : Ready for submission', and 'Indicator 3 : Ready for submission' respectively. A red arrow points from the 'Review/Submit' tab to the 'Security' tab.

11.1. If you missed an indicator a warning message will appear – *Warning: Missing response and/or documentation*. You will need to return to corresponding tab to complete indicator. Any incomplete indicator(s) will be out of compliance.



The screenshot shows the 'Test Admin.' tab selected and highlighted with a yellow background. Below the navigation bar, the 'Test Admin.' section is expanded, showing a yellow header with the text 'Test Admin.' and a checkbox labeled 'Warning: Missing response and/or documentation'. Below this header are three boxes: the first is yellow and contains the text 'Indicator 1 : Warning: Missing response and/or documentation', the second is green and contains the text 'Indicator 2 : Ready for submission', and the third is green and contains the text 'Indicator 3 : Ready for submission'.

12) Review/Submit – After checking each box and are ready to submit, click the “Submit Selected” button.



**Formative/Interim** ☒ Ready for submission

Indicator 1 : Ready for submission

Indicator 2 : Ready for submission

Indicator 3 : Ready for submission

Indicator 4 : Ready for submission

**Submit Selected**

12.1. After submission, each tab will then be locked waiting for the SDE to review your application. You will be able to view your entries, but you will not be able to edit anything until the application has been reviewed by the SDE and returned to you with an indication of approval or a request for revisions.










Security / ☆ Trai / ☆ Test Ad / ☆ District Feedt / ☆ Review/Submit

**Security**

	Indicator	Response	Documentation
1	Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.		Documentation Not Required
2	Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files.  <i>(1 or 2 files is all that is needed) Example Test Security form can be found by clicking <a href="#">here</a>.</i>	Narrative Not Required	<input type="button" value="Select files..."/>
3	Explain the process your district uses for securely transporting state assessments from one site to another.		Documentation Not Required

13) After your application has been reviewed by the SDE, the application will either be “accepted” or some or all indicators will need to be “updated/revised.”

13.1. Green Star indicates “Accepted.”

Security 	Training 	Test Admin. 	District Feedback 	Review/Submit
<b>Security</b>				
Indicator	Response	Documentation		
1 Explain the process your district uses to maintain the security of test booklets, test tickets, answer sheets, etc. for each state assessment.		Documentation Not Required		
2 Provide documentation verifying that test administrators and proctors have signed the Security Agreement for each state assessment and they are placed in the appropriate personnel files.  <i>(1 or 2 files is all that is needed) Example Test Security form can be found by clicking <a href="#">here</a>.</i>	Narrative Not Required	Select files...		
3 Explain the process your district uses for securely transporting state assessments from one site to another.		Documentation Not Required		

### 13.2. Exclamation point indicates “Update/Revision Needed.”

Security	Training	Test Admin.	District Feedback	Review/Submit
<b>Training</b>				
Indicator	Response	Documentation		
1 Explain the process your district uses to train staff in the administration of each state assessment.		Documentation Not Required		
2 Provide documentation of any trainings provided for assessment staff in ethical practices, vendor or web applications, test security, and supports/accommodations associated with each state assessment.  <i>(Evidence could include sign in sheets, agendas, method of training, etc.)</i>	Narrative Not Required	Select files...		!
3 <b>DATA QUALITY</b>  Because multiple state assessment programs pull from the ISEE Core, which is populated with district uploads, it is imperative that the data the districts submit is accurate and up-to-date.  What is the standard protocol your district uses to ensure that the data in your student information system (SIS) is accurate and up-to-date?  <i>Accurate ISEE uploads can reflect participation appeals, communication to district personnel, distributing testing materials, along with many other state programs.</i>	Narrative Not Required	Select files...		★
		Select files...	<b>AssessmentMonitoring.docx</b> 100%	★

14) Update and Revise – To review your request for revision, use your mouse to scroll/hover over each exclamation point – a blue dialog box will appear with the SDE request/comment.

14.1. Dialog box indicates information needed by the respondent and will include the username (not email address) of the SDE staff who reviewed this particular indicator

Security	Training	Test Admin.	District Feedback	Review/Submit
<b>Training</b>				
Indicator	Response	Documentation		
1 Explain the process your district uses to train staff in the administration of each state assessment.	You will type response here...	Documentation Not Required		!
2 Provide documentation of any trainings provided for assessment staff in ethical practices, vendor or web applications, test security, and supports/accommodations associated with each state assessment.	Narrative	<b>AssessmentMonitoring.docx</b> Size: 12670		★



## 14.2. SDE Comments/Feedback can also be viewed under the “Review/Submit” tab.

Security ★	Training !	Test Admin. ★	ISAT/SBAC ★	ISAT Alt. !	IELA !	IRI ★	Formative/Interim !	Review/Submit
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**Security** Accepted for Review

**Test Admin.** Accepted for Review


Indicator 1 : Returned for correction.  
 Comment: Feedback entered here

Indicator 2 : Submitted for Review

Indicator 3 : Submitted for Review

15) Submit Updates/Revisions – After updating indicator, go to the “Review/Submit” tab and click on the box next to the Title (Remember to click the box next to each title that will need to be re-submitted).

15.1. Again, each tab under review will be locked until either accepted or returned by SDE staff.

Security ★	Training 	Test Admin. ★	District Feedback ★	Review/Submit
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16) SDE Approves Application – When your application has been accepted, an email notification will be sent and each tab will have a green star indicating acceptance.

Security ★	Training !	Test Admin. ★	District Feedback ★	Review/Submit
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16.1. Acceptance does not necessarily indicate that your district’s assessment processes are in compliance with state and federal policies, just that you have fully complied with state assessment monitoring requirements and your responses have been accepted for review.

Security ★	Training ★	Test Admin. ★	District Feedback ★	Review/Submit
------------	------------	---------------	---------------------	---------------

**ISAT Alt.** ☒ Ready for submission

Indicator 1 : Ready for submission

Indicator 2 : Submitted for Review

Indicator 3 : Submitted for Review

17) SDE Gives Feedback and Support - After your application has been successfully submitted and accepted, SDE staff will carefully review each indicator and provide assessment-specific feedback and support to your district, if applicable. Your district may be required to respond to this feedback (external to the monitoring tool) if serious concerns arise based on information submitted by your district. An email notification will be sent and each tab will have a green comment box when feedback is available.

17.1. It is hoped that the feedback provided by the SDE will be useful to you as you work to continuously improve your assessment systems. SDE technical support efforts related to assessment next year will also be informed by the information districts submit to the District Assessment Monitoring Tool.





## II Glossary

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Tab Not Started; need to complete tab



In Progress; tab has been started but not submitted



Locked; waiting acceptance/return decision by the SDE



Update/Revise Original Response; view request for update/revision provided by SDE



Accepted; tab is complete and no further district action is required for this tab

Acceptance – information has been received by the SDE and is acceptable for review

Compliance – all tabs have been fully completed, submitted, and accepted by the SDE

Narrative not required – documentation upload is required; explanation of district process is not required

Documentation not required – detailed explanation of district process is required; documentation upload is not required

Three (3) year cycle – how often districts will be monitored; 1/3 of Idaho districts will be monitored; 1/3 of Idaho districts will be required to submit the application online.

## III Synopsis

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- The District Assessment Monitoring Tool has been developed to assist districts with refining and improving their assessment processes, training, and security.
- Staff from the Assessment and Accountability Division will use the monitoring tool to assist districts in strengthening district assessment programs.
- The goal of the Assessment and Accountability staff is not to use this tool as a reprimand, but rather to support districts in refining and improving their assessment procedures.
- The District Assessment Monitoring Tool will evaluate all state and federal assessments – ISAT, ISAT Alt., IELA, and IRI
- Districts will be evaluated in the following areas:
  - Security of the assessments
  - Assessments training and procedures
  - Use of accommodations for special education and LEP students
- Districts not completing the District Assessment Monitoring Tool will be in non-compliance with Federal and State Department Policy and will be added to the monitoring cycle for the following year.
- The District Test Coordinator, along with the district administrator/superintendent, is responsible for completing the District Assessment Monitoring Tool.